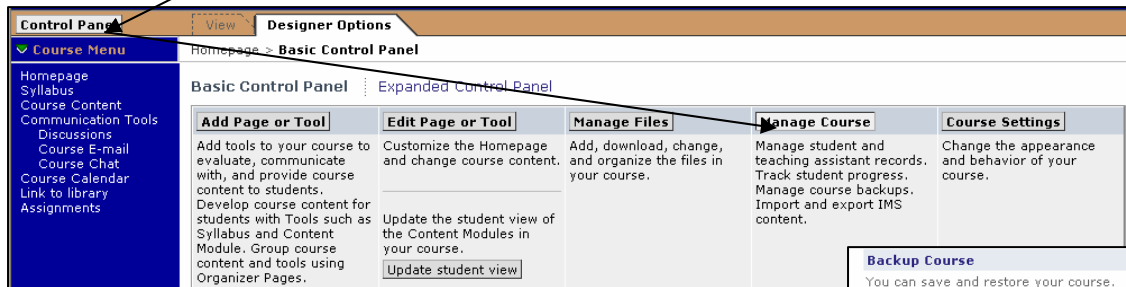
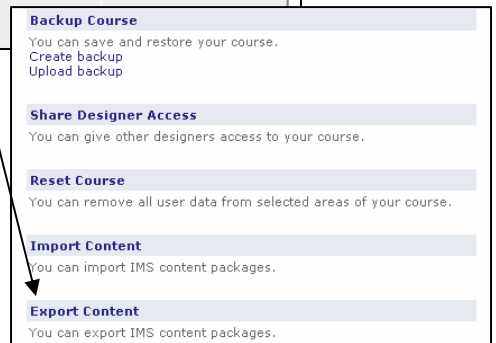
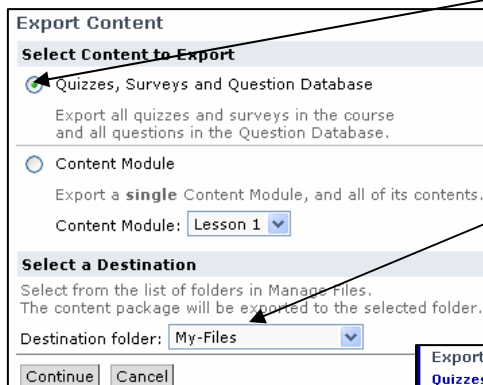


Moving Assessments and Question Databases from CE to Vista

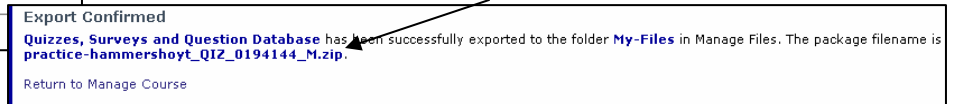
1. In WebCT Campus Edition (CE), go to the course where your quiz/question database is located.
2. Click the **Control Panel** and **Manage Course**.



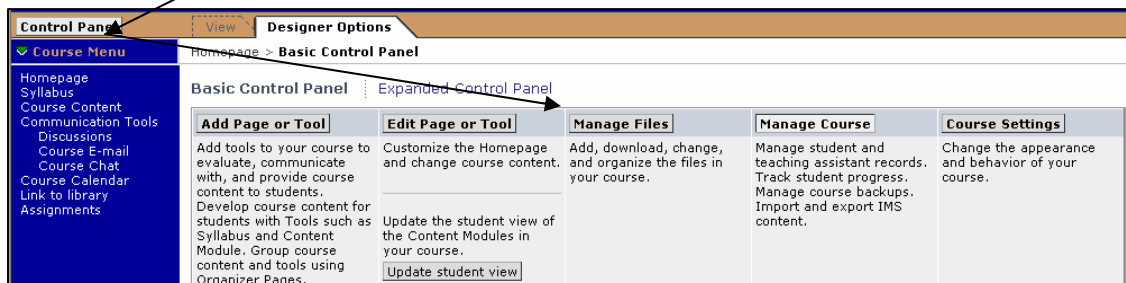
3. Choose **Export Content**.
4. Select **Quizzes, Surveys and Question Database**.



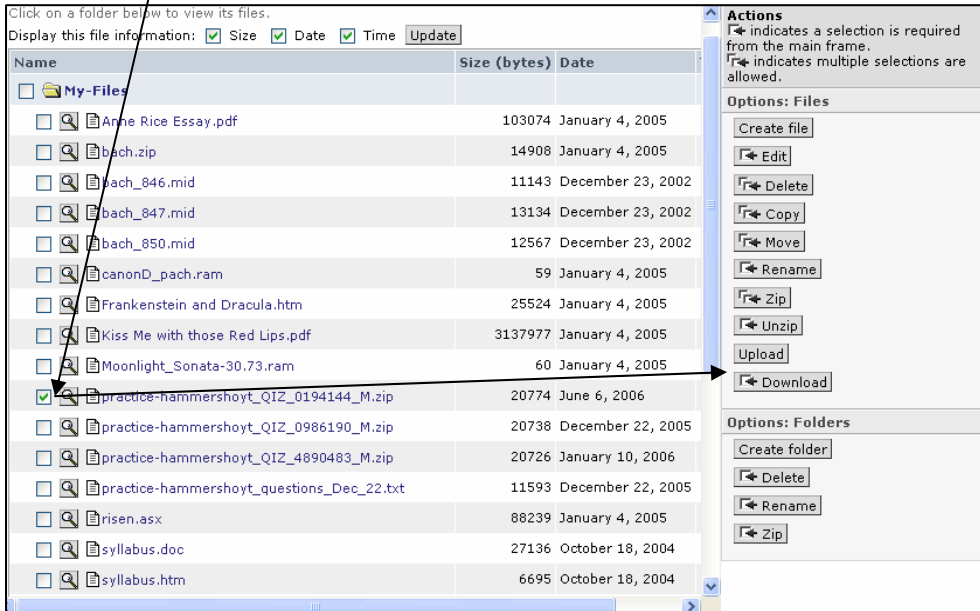
5. Select **My Files** as your Destination folder.
6. Click **Continue** (a zip file will be created and placed in My Files). Take note of the zip file name.



7. Go to the Control Panel and Manage Files.



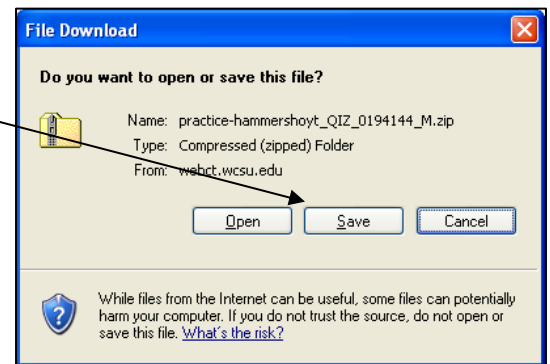
8. Select the zip file and click Download in the Actions task pane.



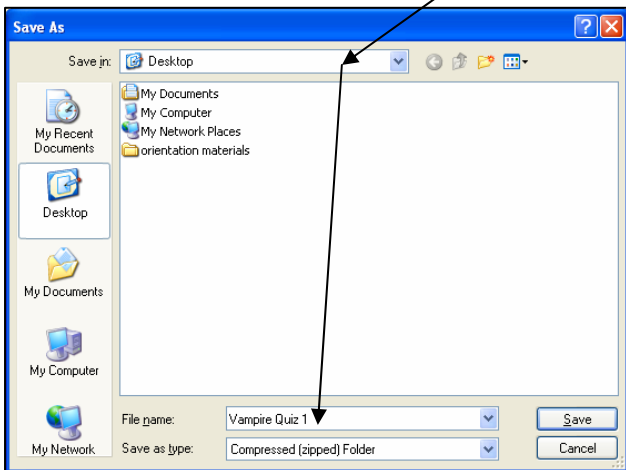
9. Click the Download button to save the file onto your computer.



10. In the file Download window, click **Save**.

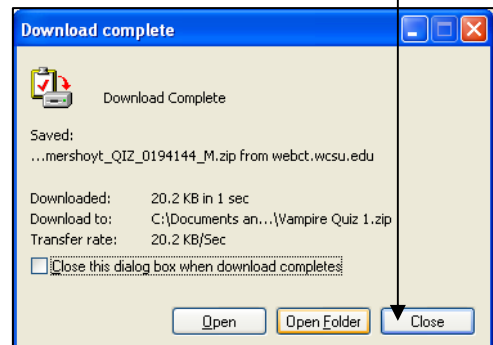


11. In the Save As window, select a **location** to save the zip file and **rename** the file (optional).



12. Click **Save**.

13. The download will complete. Click the **Close** button to close the Download Complete window.

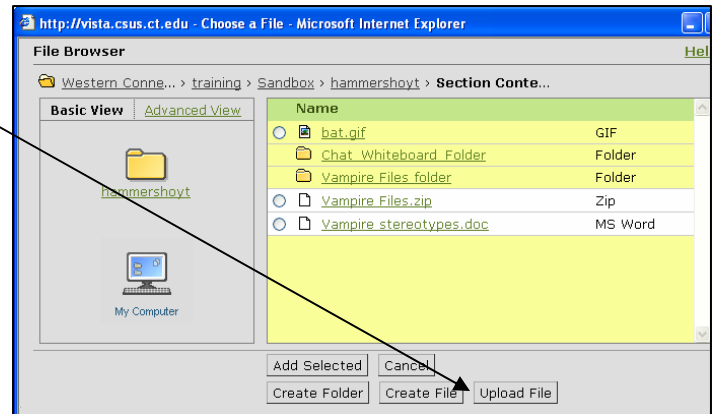


14. Log into the Vista section where you want to upload the quiz or question database.

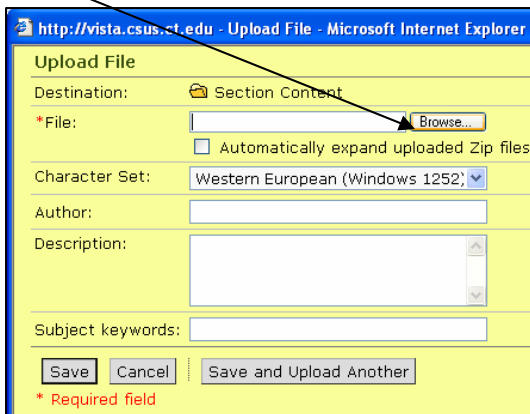
15. Click **Content Import**.



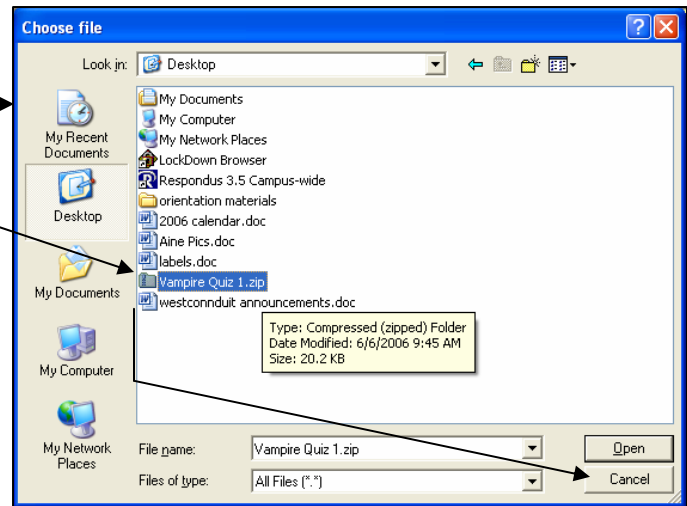
16. The File Browser will open. Click **Upload File**.



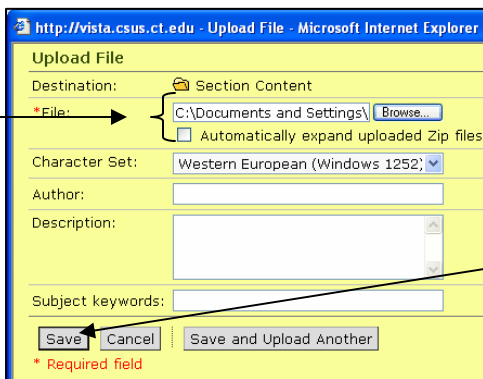
17. The Upload File window will open. Click the **Browse** button.



18. Browse for zip file and click **Open**.

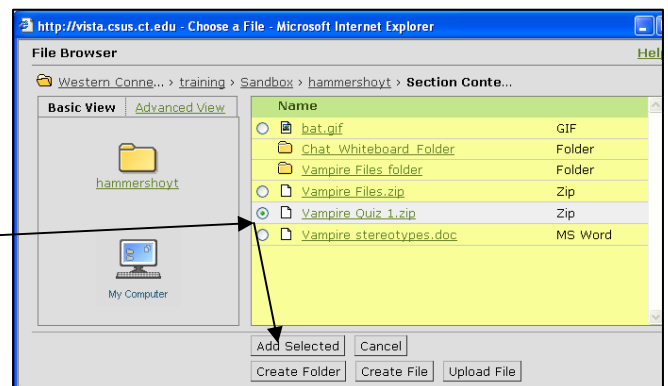


19. It will appear in the Upload File window (do not unzip).

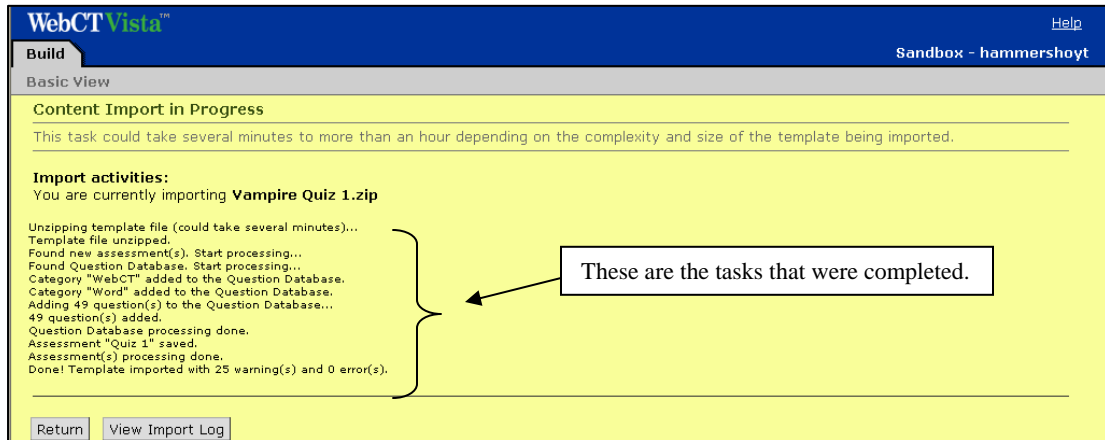


20. Click **Save**.

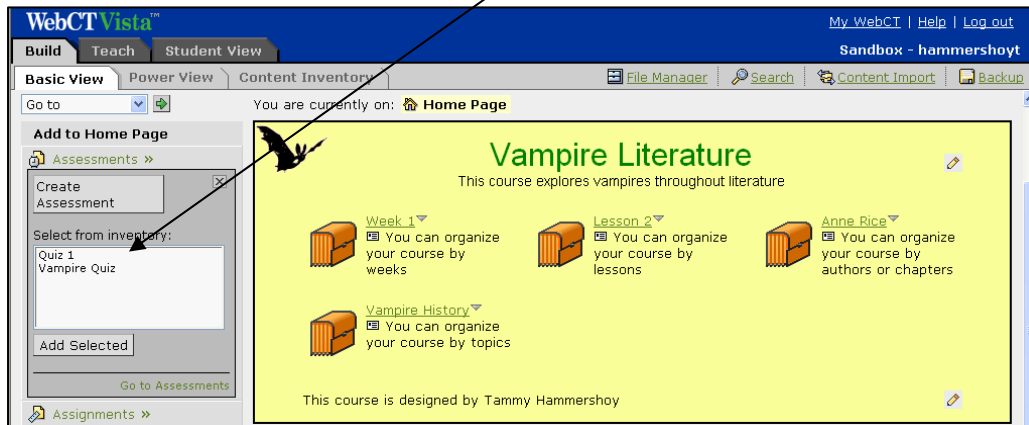
21. The File Browser window will appear. Select the zip file and click **Add Selected**.



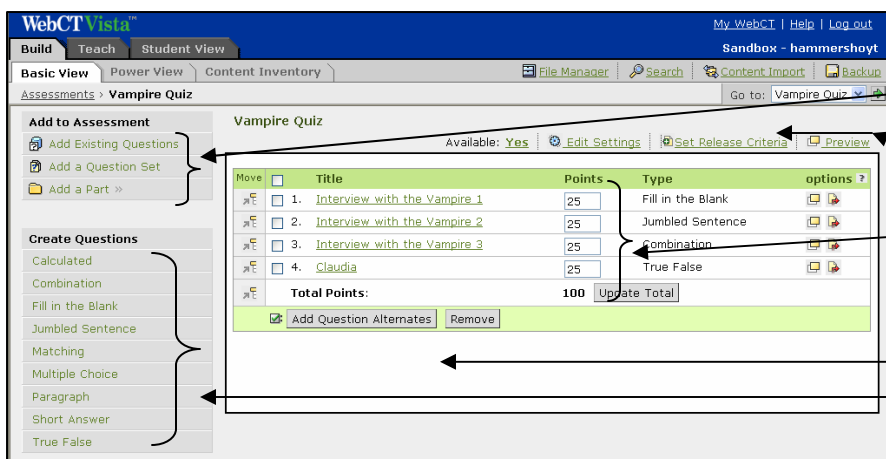
22. Your assessment and quiz database will automatically upload.



23. Click **Return**. When you click on the **Assessments** tool, the quiz will appear in the list.



Note: The quiz settings may need to be adjusted. Go to the **Assessments** tool, click on the **quiz** and click **Edit Settings** to adjust the settings for the assessment.



- You can also:
- add questions, question sets and parts to the quiz.
 - set release criteria and preview the quiz
 - adjust the points
 - add question alternates
 - Create questions